

Outlook 2013 Level 1

Provider: Alaska Computer Business Solutions LLC

Length: 1 Days

Cost: \$200

Cost Unit: Cost of the entire program

Website

<http://www.akcb.com/public/cgi.exe/web/fullschedule.htm>

Places: Anchorage

This course provides you with the basic skills you need to start using Outlook 2013 to manage your email communications, calendar events, contact information, tasks, and notes.

Related Occupations

Billing and Posting Clerks
Cargo and Freight Agents
Data Entry Keyers
Information and Record Clerks, All Other
Insurance Claims and Policy Processing Clerks
Office Clerks, General
Order Clerks
Payroll and Timekeeping Clerks
Procurement Clerks
Production, Planning, and Expediting Clerks
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Social Science Research Assistants
Statistical Assistants
Word Processors and Typists